

TECHNICIAN VACANCY ANNOUNCEMENT

**HUMAN RESOURCE OFFICE
LOUISIANA NATIONAL GUARD
CAMP BEAUREGARD
PINEVILLE, LA 71360**

POSITION TITLE/SERIES & GRADE
Management Assistant, 90008E00,
GS-0344-07

APPOINTMENT FACTORS
EXCEPTED ENLISTED

ANNOUNCEMENT NO.
118-05

OPENING DATE
17 OCT 05

CLOSING DATE
08 NOV 05

LOCATION
LANG-J6, Gillis Long Center
Carville, Louisiana

SALARY RANGE
\$34,149 - \$44,395
PER ANNUM

AREA OF CONSIDERATION: Enlisted members serving in the Louisiana National Guard.

QUALIFICATIONS:

a. **GENERAL EXPERIENCE:** Administrative or clerical experience such as: applying guidelines, rules and regulations to assignments, composing correspondence, searching for and compiling information and data, and records administration. For those positions which require incidental typing, candidate's application must show evidence of typing ability.

b. **SPECIALIZED EXPERIENCE:** Twelve (12) months of experience, education or training which provided the candidate with the Knowledge, Skills and Abilities listed below.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

I. Knowledge in the operation of a personal computer and proficient with Microsoft Windows and Microsoft Office (i.e. Word, Excel, and Power Point a plus).

II. Knowledge in the use of AR 25.50 (Preparing Correspondence).

III. Knowledge in accounting procedures.

IV. Skill in administrative procedures (i.e. typing, filing, answering phones etc.).

V. Skill in gathering information, data, and preparing reports.

VI. Ability to plan projects and develop subsequent reports.

VII. Ability to make sound decisions and to gain acceptance of recommendations.

VIII. Ability to read, interpret, and communicate regulation materials.

EVALUATION PROCESS: Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

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MILITARY ASSIGNMENT: Individual selected must be assigned to any unit of the LAARNG and occupy MOS 25B/D/Y, 42L prior to placement as a permanent technician. Excepted employees must wear the uniform prescribed by The Adjutant General and be enrolled in Direct Deposit (completion of FMS 2231) prior to placement as a technician. Acceptance of the position constitutes concurrence with these requirements as conditions of employment.

SUMMARY OF DUTIES: Position is located in an information management office. Its purpose is to direct a statewide records management program and maintain a Records Holding Area, to include archiving of historical records, documents and artifacts. This position requires military membership. It is designated for an Enlisted incumbent only. In accordance with DA Pamphlet 611-21 and AFMAN 36-2108, the incumbent performs duties necessary to accomplish information technology management functions in support of command, control, communications and computers (C4) programs essential to state information management daily operations, training, and readiness missions. Operates the Records Holding Area (RHA). Advises units and activities on the policies and procedures for records retirement and disposal. Maintains the Records Holding Area to include preparation and maintenance of transmittal forms, inventory lists, registers, and other index documents to facilitate references, document the transfer of records, and permit immediate retrieval of records upon request. Processes a variety of requests for recall of files and documents. Provides technical assistance to staff elements, units and activities with regard to establishment and operation of records systems. Plans and conducts training programs covering the agency record keeping systems utilized by the serviced organizations and military correspondence preparation and management. Provides temporary storage in a staging area for special groups of records when immediate or permanent storage is not authorized or feasible. Performs records management studies or surveys as needed. Gathers and compiles information and statistical data in assigned special projects. Identifies records, documents and artifacts with potential historical value and arranges for transfer to RHA. Maintains the integrity and safekeeping of such archival materials. Performs other duties as assigned.

HOW TO APPLY:

a. National Guard technicians and members applying for vacancy must submit NGB Fm 300(LRA), OF 612/Resume, OF 306 (must accompany OF 612/resume), AGO LA FM 690-171-1 (Military Supplement) and AGO LA FM 690-171-2 (statement indicating how they attained and/or qualify in the Knowledge, Skills and Abilities listed previously). Applicants applying for initial appointment must submit DD Form 214 for periods of Active Military Service (Title 10) performed. All applications will be submitted to this headquarters, ATTN: LANG-J1-HT, 949 F Street, Camp Beauregard, Pineville, LA 71360. Use of government postage paid envelopes for submission of applications is prohibited.
FAXED APPLICATIONS WILL NOT BE ACCEPTED FOR TECHNICIAN VACANCIES.

b. Applications must be received in this headquarters by the closing date indicated in this announcement. National Guard units or this headquarters will furnish necessary applications forms on request.

NOTE: SELECTEE MAY BE RESPONSIBLE FOR PAYMENT OF ALL PERMANENT CHANGE OF STATION TRAVEL AND TRANSPORTATION EXPENSES DEPENDING ON FUNDING, AVAILABILITY OR RELATIVE IMPORTANCE OF AND/OR REQUIREMENTS OF THE POSITION.

THIS ANNOUNCEMENT WILL BE GIVEN THE WIDEST POSSIBLE CIRCULATION AND A COPY WILL BE POSTED ON BULLETIN BOARDS THROUGH THE CLOSING DATE.

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR THE ABOVE POSITION WITHOUT DISCRIMINATION FOR ANY NON-MERIT REASON SUCH AS RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, PHYSICAL HANDICAP OR AGE WHICH DOES NOT INTERFERE WITH JOB ACCOMPLISHMENT OR NATIONAL GUARD MEMBERSHIP WHEN REQUIRED.

**P.O.C. FOR ADDITIONAL INFORMATION: TSgt Latasha M. Goines~ (318) 641-3833
LT Steven Thompson~ (318) 641-3834**

DISTRIBUTION:

B, E, G

S: LANG-J1-HT (05)

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